



Defense Civilian Personnel Data System (DCPDS) and The Personnel–Payroll Interface

**SLDCADA/DCPS/DCPDS USER CONFERENCE
9 - 11 March 2004**



Customer Profile



**1,250 Activities (Separate UICs)
Over 184,000 employees serviced**





OVERVIEW

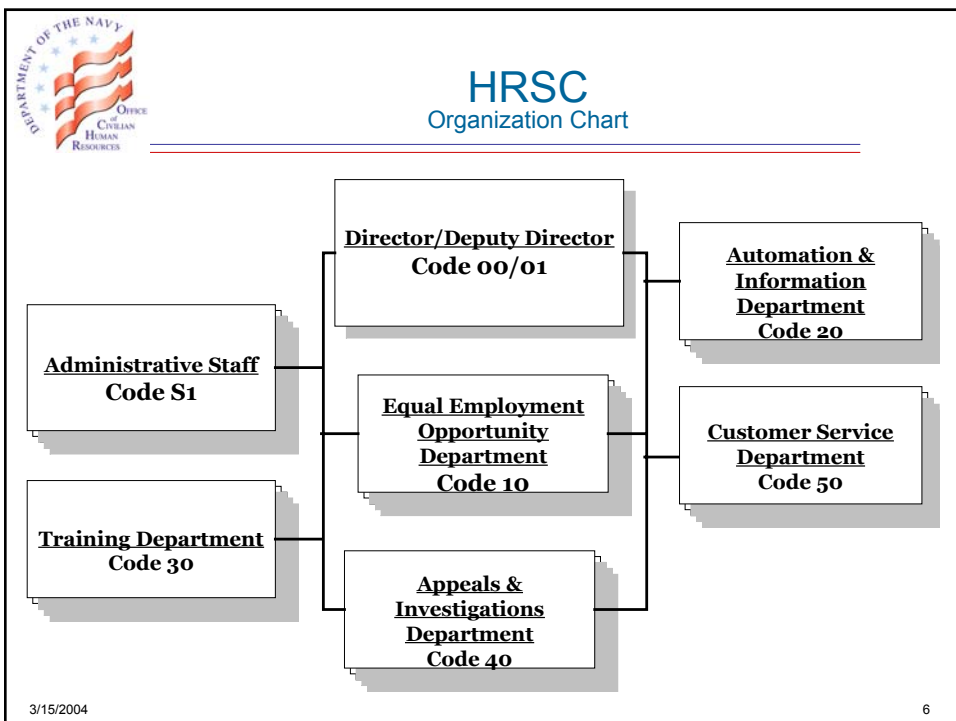
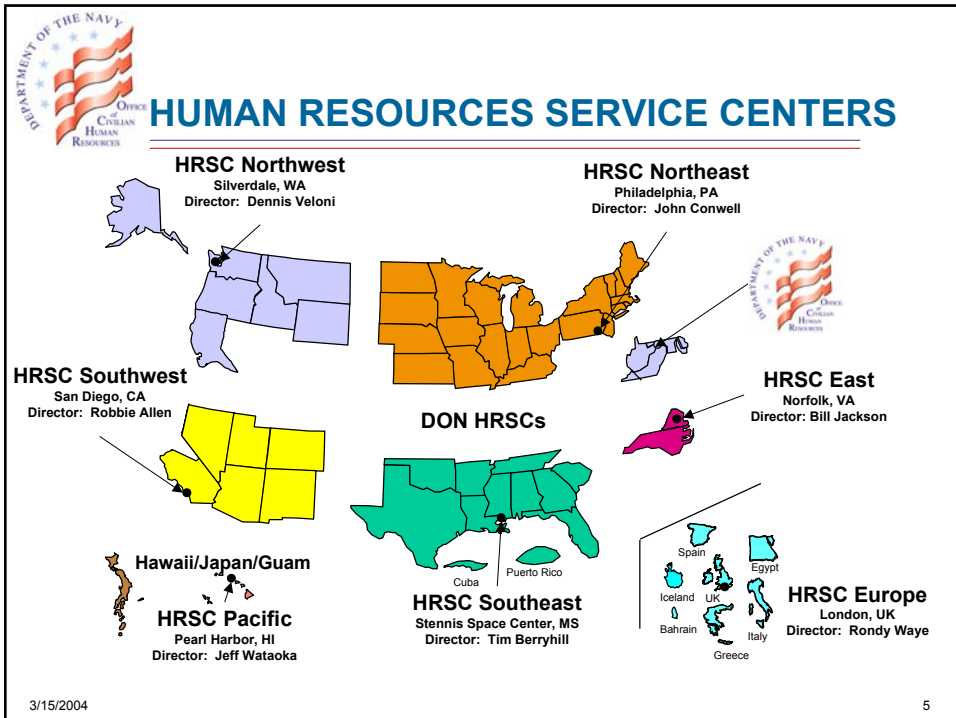
- What is DCPDS
- DCPDS Features
- Payroll Reverse Interface
- DCPDS System Problems and workarounds
- How HR is Organized
- DCPS/DCPDS Interface
 - How it works
- 500 Character Format
- Handling of Packages
- Reporting Problems
- Pay/Pers Recon
- Foreign Entitlements
- Conclusion
- Questions



Human Resources Triad

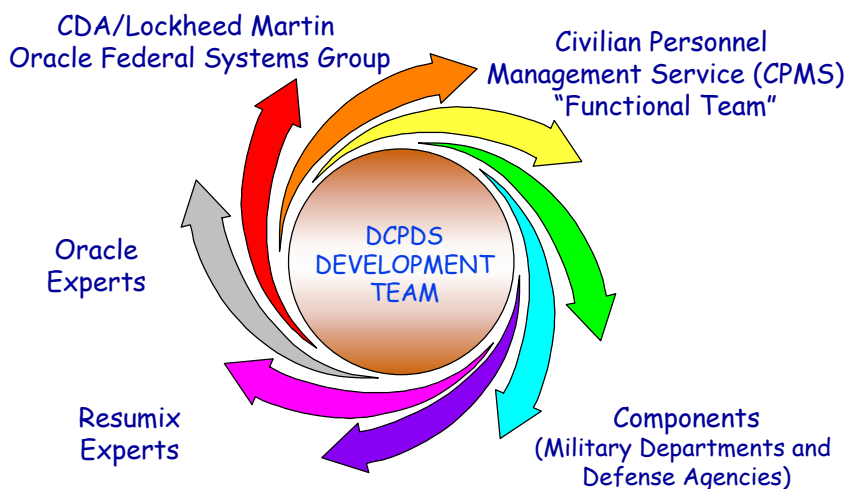
Activity Management







Defense Civilian Personnel Data System (DCPDS)



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WHAT IS DCPDS?

- HR System for DOD Employees
- Integrated Database (ORACLE HR, Resumix, and Oracle Training Administrator - OTA)
- DOD Mandated System
- Uses State-of-the-Art Technology (Web based application)

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FEATURES FOR PERSONNELISTS

- Date Tracking - A look back in time
- Relational Database, no 5000 character limit
- No limit on occurrences



NEW FEATURES FOR PERSONNELISTS

- View Payroll Transactions Immediately
- Easily Obtained Payroll Interface Report
- Pay Application Data (PAD)
 - ◆ Employee Address Information



PAYROLL REVERSE INTERFACE

- Non-pay Hours
- Non-pay Days
- Intermittent Hours / Days
- Part Time Hours Worked
- Hours Left To Work
- Salary Left To Earn
- Separation Tracking



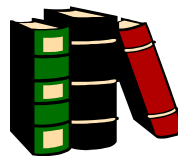
DCPDS SYSTEM PAY PROBLEMS & WORKAROUNDS

- DCPDS/DCPS INTERFACE ISSUES
REPORTED BY THE HRSCs TO THE OCHR
PAYROLL POC
- CPMS NEGOTIATES WORKAROUND WITH
DFAS
- WORKAROUND NOTICE GOES TO ALL
AFFECTED PARTIES



PAYROLL INTERFACE TOOLS

- Payroll Advisory Letters (PAL)
- DCPS View Access
- CSR Manual -- <http://dfas4dod.dfas.mil/systems/dcps>
- DCPDS User's Guide Module 8 -- Payroll Interface Management
http://www.cpms.osd.mil/regmod/index_enterprise.html



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DCPDS FUNCTIONALITY

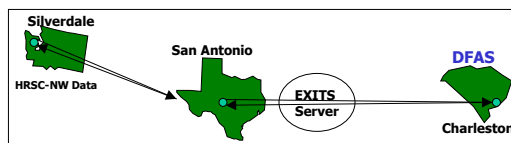
- PAYROLL INTERFACE
 - ◆ Payroll package delivery *from* DCPDS to DFAS
 - ◆ Reverse Interface from DFAS *to* DCPDS

Example

Payroll package sent from HRSC-NW to the EXITS server

EXITS server sends payroll package to DFAS

Opposite process for Reverse Payroll Interface



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PAYROLL INTERFACE OUTPUT OF A PAYROLL RECORD

■ Keys to output a payroll action are:

- ◆ Servicing Agency
- ◆ Payroll Interface Flag
- ◆ Payroll Office ID (CH, CY, FF, DA)



PAYROLL INTERFACE 500 CHARACTER FORMAT (PAY500)

- Produced for each pay action
- Shows each personnel action flowed thru the interface (DCPDS to Payroll)
- Helpful when researching rejects/interface problems



PAYROLL INTERFACE HANDLING OF PACKAGES

- DCPS produces a “Return to Personnel” file and sends to DCPDS for processing
 - ◆ DCPDS produces PAYNEW

- DCPS produces a “Payroll Invalid” and sends to individual Payroll Technician for manual processing

- DCPS accepts file and updates record



PAYROLL INTERFACE “RETURNS TO PERSONNEL” FILE

- Transactions that don't pass DCPS edits

- Rejected transactions remain in a SUSPENDED mode in payroll for two pay cycles

- Actions are waiting for a correction or cancellation to the original rejected action

- If no corrective action is taken, action is deleted after two pay periods



PAYROLL INTERFACE "PAYROLL INVALIDS" REPORTS

- An action that does not pass the DCPS Edit and is not returned to personnel
- Payroll works this report due to known problems with interface on DCPS side



PAYROLL INTERFACE HOW DO WE KNOW WE HAVE A PROBLEM?

- HRSC reviews NPA
- Pay500 not complete or incorrect data
- Payroll calls the CSR or HRSC
- PAYNEW is received
- CSR calls the payroll office or HRSC
- Employee or Timekeeper calls the CSR or HRO



PAYROLL INTERFACE STEPS FOR PROBLEM RESOLUTION

- Review DCPDS input and Employee Record
- Research the Pay500 to ensure action flowed to payroll
- Input corrections ASAP if problem is caused by erroneous input in personnel
- Report inability to see new hire/action in DCPS to HRSC Pay POC
- If problem cannot be resolved, it is reported to OCHR- Pay POC via HRSC

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PERSONNEL – PAYROLL RECONCILIATION

- The process of matching data in DCPDS and DCPS
- Essential to ensure accuracy of employee pay and benefit participation
- Identifies system shortfalls in both systems
- Process and effectiveness reviewed by DOD-IG, GAO, and Agency HQs

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PERSONNEL – PAYROLL RECONCILIATION

- Processed at least 3 times a year
- Recon schedule varies by service
- Reconciliation should be accomplished within 2 pay periods after receiving the reports
- Time sensitive data



PAYROLL INTERFACE FOREIGN ENTITLEMENTS

- Living Quarters Allowance
- Post Allowance
- Danger Pay
- Imminent Danger Pay
- Separate Maintenance Allowance
- Post Differential
- Home Leave



PAYROLL INTERFACE CONCLUSION

- DCPDS works/features facilitate research of pay problems
- Payroll Interface works
- All users must be trained on the process
- All must work together for the common goal of paying employees accurately and timely



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QUESTIONS



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